



STATE OF MICHIGAN
DEPARTMENT OF CORRECTIONS
LANSING

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GOVERNOR

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DIRECTOR'S OFFICE MEMORANDUM 2020 - 30R9

EFFECTIVE: Immediately

DATE: December 17, 2020

TO: Executive Policy Team
Administrative Management Team
Wardens

FROM: Heidi E. Washington, Director

SUBJECT: COVID-19

SUPERSEDES DOM 2020 - 30R8 (effective 11/24/2020)

The MDOC is taking many steps to protect staff and prisoners from the spread of COVID-19, including developing isolation areas to place and treat prisoners who have tested positive for COVID-19 or who are under investigation for having COVID-19, as well as those who have had close contact with a known-positive COVID-19 individual. This DOM outlines the precautions staff shall take to help prevent COVID-19 from spreading. This DOM controls when in conflict with any other DOM or Department policy or procedure.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

At a minimum, all individuals in a correctional facility, on facility grounds, or in a MDOC office building shall always wear a mask or facial covering. The mask or facial covering shall cover the individual's mouth and nasal opening. Employees may remove their mask temporarily while actively eating or drinking, or while alone in their personal vehicle. Face coverings or masks that incorporate a valve or other openings, holes, or visible gaps in the design or material to facilitate easy exhaling are not sufficient face coverings. Neck gaiter tube-style face scarves and open-chin triangle bandanas are also not permitted.

Employees must wear a state-issued mask or mask/facial covering that is solid in color. The mask/facial covering may have an edge that is a different color than the face of the mask, but the edge must also be a solid color. The mask/facial covering may contain the employee's proper name (no nicknames) and the name of the facility and/or Department. The Department emblem, the American flag, and their bargaining unit representative's logo are also permissible. Failure to comply with these mask requirements may result in disciplinary action.

Prisoners are not required to wear a mask while eating, drinking, showering, or sleeping.

Required PPE shall be worn by staff at all times when they are in an isolation area, transporting a prisoner with a confirmed or suspected case of COVID-19, packing the property of a prisoner with a confirmed or suspected case of COVID-19, or at any time the staff member has close contact (i.e., within six feet) with an offender (i.e., prisoner, parolee, probationer) who has a confirmed or suspected case of COVID-19. As outlined in the approved protocol, PPE shall include an N95 or other mask, a gown, eye protection, and powder-free nitrile gloves. PPE worn in an isolation area shall be removed before going to another area of the facility. When transporting prisoners, transportation staff must strictly follow the guidelines set forth in the transportation post orders on what the appropriate PPE is to wear depending on the COVID-19 status of the prisoner.

At a minimum, all staff working in a correctional facility or office building shall wear powder-free nitrile gloves when handling any mail.

SCREENING OF INDIVIDUALS BEFORE ENTERING A FACILITY OR OFFICE BUILDING

All individuals shall be screened for potential signs and symptoms of COVID-19 before entering a correctional facility or office building. Any individual who shows symptoms of COVID-19 shall be denied entry. Consistent with Centers for Disease Control and Prevention (CDC) guidance, employees who are feeling sick with any illness must stay home. If an employee develops symptoms while at work, they should be immediately separated from others and sent home. Employees must follow all protocols in the Michigan Department of Corrections COVID-19 Preparedness Plan.

SOCIAL DISTANCING

In accordance with the guidance, social distancing recommendations shall be followed at all times, including programing, classrooms, chow lines, staff screenings, office buildings, etc. This means that there shall be a distance of at least six feet between all individuals. Staff meetings and other group interactions of 10 or more individuals shall be limited. Technology must be used in place of group interactions, when possible.

ISOLATION AREAS

The CFA Deputy Director shall determine where isolation areas are located. A prisoner who tests positive for COVID-19 shall be placed in quarantine in a designated isolation area as soon as resources permit regardless of their security level or prior criminal history. All of the requirements set forth in PD 03.03.130 "Humane Treatment and Living Conditions for Prisoners" apply to prisoners in an isolation area with the exception of two hours of indoor/outdoor recreation. Psychological services shall continue to be provided as necessary. The CFA Deputy Director shall consult with the Office of Legal Affairs Administrator and the BHCS Administrator to determine what movement and activities may take place in an isolation area including access to programming, religious services, and law library material. At no time shall a prisoner who is placed in an isolation area be permitted outside of the area, unless it is for an emergency, or as approved by the Assistant Deputy Director (ADD). If a prisoner becomes extremely disruptive while in an isolation area, staff may use management techniques and equipment as set forth in PD 04.05.112 "Managing Disruptive Prisoners." Staffing levels in an isolation area shall be determined by the Warden.

A sign shall be placed outside of each isolation area that notifies staff that they are about to enter a restricted area, and what PPE shall be worn before entering the area. Only staff approved by the Warden or designee may enter an isolation area, unless an emergent situation (e.g., any situation that

would require a critical incident report to be written) arises.

OP 04.04.100 Attachment A “Items Allowed Without a Gate Manifest” permits staff at Newberry Correctional Facility (NCF), Ionia Bellamy Creek (IBC) Dormitory, and Kinross Correctional Facility (KCF) K-Unit to bring their lunch through the gate. This DOM expands OP 04.04.100 Attachment A to allow employees working in an isolation area to bring their lunch through the gate to the isolation area with prior approval of the CFA Deputy Director. Lunches must be in a paper or plastic bag and contain food, drink, and plastic silverware items only. No lunchboxes, coolers, or metal/glass containers will be allowed. The Shift Commander has discretion to reject any lunch item that may jeopardize the security of the facility (e.g., sharp bones, excessive quantities).

The Warden shall ensure cleaning procedures are in place for isolation areas. Volunteer prisoner porters will be assigned to the isolation area and will clean as needed. Prisoner porters will be provided with appropriate PPE. Staff shall document that PPE was provided to the porters in the logbook.

A prisoner shall only be released from an isolation area after they have been cleared by a Physician, and approval from the BHCS Administrator or Chief Medical Officer (CMO)/Assistant Chief Medical Officer (ACMO) has been obtained.

PRISONERS UNDER INVESTIGATION FOR COVID-19

Separate isolation areas shall also be developed for prisoners who are under investigation (PUIs) for having COVID-19 as well as for those who have had close contact with a PUI or known-positive COVID-19 individual (Close Contacts), as necessary. The isolation areas for PUIs shall follow the same criteria as the isolation areas for prisoners with confirmed cases of COVID-19. A PUI shall be placed alone in a cell pending the outcome of their test results. Staff transporting a PUI shall wear the same PPE that is required for transporting a prisoner with confirmed COVID-19.

Close Contact tracing must include, but is not limited to, identifying bunkmates, prisoner workers, MDOC staff, etc. If staff are identified as Close Contacts, the Human Resources Director shall be notified.

Close Contacts shall be PCR tested on Day 1, Day 7, and Day 14 and must remain quarantined for 14 days, even if they receive a negative test. If a Close Contact tests negative on Day 14, isolation can be discontinued if approved by the CMO or ACMO.

All prisoners arriving at an intake center shall be considered asymptomatic Close Contacts (unless symptomatic) and all staff interacting with them shall wear appropriate PPE.

PRISONER PERSONAL PROPERTY

To control the spread of the COVID-19 virus that may be lying dormant, facility staff shall secure and inventory the property of prisoners with confirmed COVID-19 as well as PUIs and Close Contacts if the prisoner is placed in an isolation area. The Warden, in consultation with Health Care, may allow prisoner property while in an isolation area. However, prisoners placed in an isolation area shall be allowed access to their Keep on Person medication and legal property as necessary. Staff shall wear gowns, eye protection, masks, and gloves when handling the property. Perishable food items that are not in a sealed or unopened container shall be discarded. A prisoner’s property shall be immediately

returned to them once they are released from the isolation area.

Prisoners shall be allowed to have family/friends pick up hobby craft items and personal property at the facility. The prisoner is responsible for notifying the Corrections Program Coordinator (CPC) who is in charge of hobby craft or the Property Room Officer of the date and time their family member would like to pick up the hobby craft/personal property. The CPC or Property Room Officer shall confirm with the prisoner if the requested date and time works with their schedule. If the date and time can be accommodated, the CPC or Property Room Officer shall deliver the item(s) to the prisoner's family/friends in the facility parking lot while wearing appropriate PPE and maintaining social distancing.

PRECAUTIONS IN CFA FACILITIES

Intake

County jails must test every prisoner being transferred into the Department's custody within the 72 hours prior to intake and receive a negative test result. If test results are not received within the 72-hour window, county jails must contact the Department to request an exemption. To limit daily intake and accomplish necessary social distancing, county jails must contact the Department to schedule intake appointments. All county jail staff who are transporting new intakes to the Department must wear mask at all times during transportation, including when entering a facility. County jail staff must also provide proof of the prisoner's negative test results upon arrival at the facility.

Alcohol-Based Hand Sanitizer and Wipes

Until further notice, alcohol-based hand sanitizer and wipes that are provided to correctional facilities by the Department shall be permitted within the secure perimeter of a correctional facility for use by staff. Hand sanitizer shall not be used in place of good hand washing technique. When not in use, the hand sanitizer and wipes shall be stored in accordance with Chapter 12 of the Environmental and Waste Management Plan. Staff shall not be permitted to bring personal alcohol-based hand sanitizer or wipes through the gate.

Gate Security

The number of individuals allowed in the gate area has decreased from eight to four.

Staff are permitted to bring in the following items without a gate manifest:

1. Department-issued hand sanitizer and wipes
2. Acceptable gloves made of vinyl, nitrile, or latex;
3. Surgical masks made from polypropylene, polystyrene, polycarbonate, polyethylene, cotton, or polyester. They may be disposable or reusable (require washing); and
4. Disposable or reusable fabric gowns.

Reassignment of Staff

Staff shall be reassigned as necessary to meet the needs of the facility or the Department.

Visits, Telephone Calls, and JPay

Prisoner visits shall be suspended until further notice, including visits/programming from volunteers. In lieu of visits, prisoners may be provided with additional phone calls or JPay stamps.

Scheduling a Video Visit

Approved visitors may schedule a video visit with a prisoner in accordance with the MDOC's video visiting standards. The video visiting standards outline the rules of video visiting and are available on the MDOC website and in DAS.

At the Women's Huron Valley Correctional Facility (WHV), prisoners must use the prisoner store kiosk to schedule a visit as set forth in video visiting standards. All prisoners at WHV shall have daily access to the prisoner store kiosk to purchase a video visit even if they are serving a disciplinary sanction for top lock or loss of privileges (LOP).

Terminated Video Visits and Video Visiting Restrictions

Staff may give a prisoner and/or a visitor a warning before terminating a video visit for a violation of video visiting rules. A prisoner may have a video visit terminated for any for the following reasons (This list is not exhaustive):

1. The visitor wears inappropriate visiting attire as set forth in the video standards.
2. The visitor shows an unauthorized item during the visit.
3. The visitor plays music, watches/shows television, videos, or movies during the video visit.
4. The visitor does not remain seated or shows their entire body during the video visit.
5. The visitor is in bed or the bathroom.
6. The conversation between the prisoner and visitor is excessively loud (e.g., tantrums)

A visit may be terminated and the prisoner and/or visitor may be placed on a video visiting restriction if any of the following occur during the video visit:

1. The visitor takes a photo or video during the visit.
2. The visitor makes or receives a telephone call, texts, tweets, views social media, plays games or uses other technical devices during video visits.
3. The visitor is driving or riding in a vehicle during the video visit.
4. The visitor is in a public area that shows persons or children who are not approved to visit.
5. The visitor or prisoner engages in any activity deemed to be sexual, including exposure of the breasts, genital areas, or buttocks (this includes breast feeding and diaper changing).
6. The visitor allows non-approved visitors on the video.

7. The prisoner or visitor engages in activity that is deemed to be gang related, involves weapons or drugs, or is a criminal act.
8. A visitor who is fourteen years of age or younger is attired in clothing that does not cover their body from the base of the neck to the top of the knees. T-Shirt and shorts/trousers are acceptable, a sundress is not acceptable.

A prisoner or visitor shall be given notice of the proposed visitor restriction and a hearing in accordance with PD 05.03.140 "Prisoner Visiting."

Attorney Visits

To reduce the number of people entering facilities, attorneys shall be encouraged to speak with their clients via phone instead of conducting an in-person visit. While prisoners may continue to use the GTL phone system to call their attorneys, attorneys may contact the facility to request the opportunity to speak with their clients in lieu of an attorney visit. If requested, staff shall promptly arrange calls between attorneys and their clients and provide the prisoners with an opportunity to make this call. Accommodations shall also be made to assist attorneys with getting documents signed and returned via email or fax, if requested, to prevent unnecessary attorney visits to the facility. All in-person attorney visits must be approved by the appropriate ADD.

Parole Board Representatives

Prisoners are allowed one representative at Parole Board hearings, but the representative may only attend via telephone or other available electronic means.

Large Gatherings

All large in-person gatherings must be approved by the Director. Annual fit testing shall be postponed. Classroom training will be conducted only at CFA facilities utilizing social distancing, masks, and room capacity restrictions. Central Office, FOA, and contractor training will be conducted in a virtual classroom. The following training shall be permitted:

1. Weapons
2. SCBA
3. Expirations
4. CCMW
5. Court-ordered/settlements
6. Deaf and/or Hard of Hearing Prisoners
7. New Orientation
8. Disturbance Control
9. Universal Shakedown Procedures
10. Discriminatory Harassment
11. CPR with AED and Narcan
12. Any other training program approved by the BOA Deputy Director

All staff are still required to complete computer-based training (CBT).

Transfers and Cell Moves

No transfers shall be made unless approved by the CFA Deputy Director. Cell moves shall only be made if absolutely necessary (e.g., medical, PREA). If a prisoner needs to be transferred to or from an isolation area, transportation staff shall wear all required PPE.

If a prisoner is classified to administrative segregation at a facility that does not have administrative segregation, or if the Security Classification Committee (SCC) determines a prisoner in temporary segregation needs to be transferred to an alternative placement, the prisoner may be housed in temporary segregation at their current facility beyond the time frames that are outlined in Paragraph P of PD 04.05.120 "Segregation Standards." The Warden may designate additional cells at their facility as temporary segregation cells if necessary.

Prisoner Testing

1. All prisoners arriving to a reception center will complete the COVID-19 prisoner screening tool, PCR testing, and serology testing on their first day. They will complete a second PCR test 72 hours prior to transferring to their home location. If PCR test results are not received within 72 hours, the prisoner shall be tested with a BinaxNOW antigen test prior to transfer.
2. All prisoners going out on a writ will complete the COVID-19 prisoner screening tool and PCR testing prior to the writ release. A single, negative PCR test or BinaxNOW antigen test is required within 72 hours before the writ release. If PCR test results are not received within 72 hours, the prisoner shall be tested with a BinaxNOW antigen test prior to the writ release. Upon return from a writ release, all prisoners shall be considered asymptomatic Close Contacts (unless symptomatic) and tested on Day 1, Day 7, and Day 14 and must remain quarantined for 14 days, even if they receive a negative test. If a Close Contact tests negative on Day 14, isolation can be discontinued if approved by the CMO or ACOMO.
3. All prisoners who are candidates for Special Alternative Incarceration (SAI) will complete PCR testing and serology testing prior to transferring to SAI. A single, negative PCR test or BinaxNOW antigen test is required within 72 hours of transferring. If PCR test results are not received within 72 hours, the prisoner shall be tested with a BinaxNOW antigen test prior to transfer. The prisoner shall be isolated until transferring to SAI.
4. Before any transfer:
 - a. All prisoners must complete basic screening questions with a medically licensed/certified Health Care personnel.
 - b. If asymptomatic and not previously positive in the past 90 days, prisoners must have received a negative PCR test or BinaxNOW antigen test within 72 hours of transferring, if possible. If PCR test results are not received within 72 hours, the prisoner shall be tested with a BinaxNOW antigen test prior to transfer.
 - c. Staff must consider isolating a prisoner prior to a transfer when possible and if facility logistics allow.
 - d. If a prisoner received a positive PCR test within the past 90 days, PCR testing is not required.
 - e. If a prisoner refuses PCR testing, they will be isolated at receiving facility for 10 days.

- f. During an urgent transfer when PCR testing is not completed, a warm hand off must be completed by the transferring facility to the receiving facility. The prisoner must be isolated at the receiving facility until tested and results returned. The MDOC ACMO must be notified if the test was not completed prior to transfer and provided an explanation.

5 Offsite appointments:

- a. Testing for offsite appointments is at the discretion of the specialist. If the requirements cannot be followed, the MDOC ACMO must be notified and provided an explanation.
- b. If an appointment is urgent or emergent, a PCR test is not required.
- c. DWH Specialty Clinics: a prisoner must receive a negative PCR test or BinaxNOW antigen test within 72 hours of the clinic visit. If PCR test results are not received within 72 hours, the prisoner shall be tested with a BinaxNOW antigen test prior to the clinic visit. If they have tested positive in the last 90 days, additional testing is not required. If the prisoner has multiple clinic appointments in a calendar week, they will only require one negative test in the calendar week.

6. Paroles/discharges:

- a. A prisoner must receive a single, negative PCR test or BinaxNOW antigen test within 72 hours prior to parole/discharge and be offered a voluntary serology test. If PCR test results are not received within 72 hours, the prisoner shall be tested with a BinaxNOW antigen test prior to release. The prisoner shall sign a medical release so that these test results can be shared with appropriate MDOC Field Staff.
- b. If a discharging prisoner refuses PCR testing, screening questions must still be completed and notification provided to Health Care of the test refusal and screening question responses.

Note: A prisoner shall not be held past their parole date solely because they tested positive for COVID-19 unless they are paroling to a congregated area (e.g., community placement) and are currently housed in an isolation area.

Overtime Procedures for Security Unit Employees

With approval of the appropriate ADD, probationary employees may be authorized to work voluntary and mandatory overtime prior to completing six months of satisfactory service. During the pendency of this pandemic, mandatory overtime shall be assigned using 100 percent of the shift seniority list for the departing shift on a rotational basis. Mandatory overtime shall be tracked in accordance with DOM 2020-26 "Overtime Distribution Process for Security Unit Employees."

Additionally, employees on overlapping shifts in the classification offering overtime can be placed on the 2nd preference list and can assume the overtime assignment after completing their primary shift.

School and Programming

School classes and programming shall be canceled whenever a facility is placed on outbreak status. The Warden shall resume school classes and programming once the outbreak status designation is removed, unless otherwise directed by the CMO or CFA Deputy Director. School classes and programming may be canceled as determined by the Warden or designee in consultation with the

appropriate ADD. The number of prisoners in each program shall be reduced to allow for appropriate social distancing. When possible, prisoners attending the class/program shall be seated a minimum of six feet apart. Face-to-face college courses shall be suspended.

Teachers shall continue to complete the Educational Program Plan (CSJ-363A or CSJ-363V as appropriate) in accordance with PD 05.01.100 "Prisoner Program Classification." If school classes or programming was cancelled, the CSJ-363A or CSJ-363V shall document if the prisoner participated in in-cell study.

Screening of Prisoners

All prisoner workers and prisoners on callout shall complete the prisoner screening questionnaire, including a temperature check, before their shift or callout.

Searches

Clothed-body or thorough pat-down searches of prisoners, as outlined in PD 04.04.110 "Search and Arrest in Correctional Facilities" Paragraph T, are suspended for prisoners who are housed in (1) a COVID-19 positive unit, (2) PUI isolation unit, and (3) Close Contact isolation unit. Similarly, the searches of prisoner living areas, as outlined in PD 04.04.110 Paragraph V, are suspended for cells or areas whose occupants are located in (1) a COVID-19 positive unit, (2) PUI isolation unit, and (3) Close Contact isolation unit. The search of common areas is still required and shall be completed when prisoners are not present.

In the event a suspended pat-down search or cell search is required, the staff conducting the search shall wear PPE.

Prisoner Hygiene and Housing Unit Cleanliness

Adequate soap shall be provided to prisoners at all times. Bleach shall be made available to be used and appropriately stored in the housing units, and other areas of the facility. The Warden shall determine procedures for dissemination and storage of bleach, which shall include storage language that is in accordance with Chapter 12 of the Environmental and Waste Management Plan. The bleach shall be inventoried daily on the Hazardous Material Inventory Checklist (CAH-159) even if the NFPA/HMIS hazardous rating is not two or higher.

Health Care

Prisoners shall not be charged a copay for COVID-19 testing and management and, upon request, shall be given one free copy of the results of the COVID-19 nasal PCR test and antibody blood draw test. Due to the need for nurses to be on duty, nurses shall be allowed to accrue up to a maximum of 80 hours of compensatory time. Prisoner Palliative Care Aids shall not be utilized unless there is a prisoner in vigil status.

Due to the COVID-19 Emergency Declaration, employees responding to victims of cardiac and/or respiratory emergencies are directed to respond as follows:

1. When delivering Cardiopulmonary Resuscitation (CPR), employees shall follow the American Heart Association (AHA) guidelines for "Hands-Only" CPR.

2. Hands-Only CPR eliminates the delivery of rescue breaths by non-Health Care employees while delivering consistent compressions to the victim at a rate of 120 bpm. Staff performing CPR shall ensure the victim is wearing a face mask while compressions are administered. Each AED and first aid kit shall contain a face mask.
3. Rescue breaths will only be delivered by Health Care employees using the Ambu bag with the spacer and filter.
4. Non-Health Care employees will continue to assist with compressions, scene safety, and the AED as trained.

This direction includes any victim found to be unconscious due to an obstructed airway, opiate overdose, or all other emergencies that may require CPR or rescue breaths.

Food Service

The Business Manager shall ensure extra food is ordered (14 days on hand). The number of prisoners allowed to attend a meal at one time shall be reduced as determined by the Warden. Prisoners eating in the dining hall shall be seated in a fashion that allows them to avoid close contact with each other (i.e., six feet apart) and tables shall be sanitized between use. Prisoners shall stand at least six feet apart while waiting in line to receive their meal.

Warden's Forum

Warden's forum may continue to be held in the units and counted as a monthly meeting.

Prisoner Store

A prisoner may spend up to \$150 plus any applicable sales tax once every two weeks (i.e., 26 times per calendar year) to purchase Standardized Store List items from the vendor.

Additional Suspensions/Postponements

Along with the items noted above, the following shall be suspended or postponed in CFA:

1. Mobilizations shall be suspended. In the absence of practical mobilizations, tabletop exercises shall be completed.
2. Weight pits for prisoners shall be closed at facilities on quarantine status. All staff weight rooms shall be closed.
3. Gate pass prisoners may be laid in and will only be assigned in essential positions.
4. Performance audits and all inspections that are not conducted at the facility level shall be postponed, unless approved by the CFA Deputy Director.
5. Hiring shall be suspended except for Corrections Officers, Food Service, Health Care, and other staff approved by the Director or appropriate Deputy Director.
6. Pest control shall be postponed unless there is an urgent need.
7. Construction projects shall be postponed unless they are emergent.

Any other decision to change or suspend facility operations shall be made on a case by case basis as determined by the CFA Deputy Director.

CREDIT RESTORATIONS

The following requirements for credit restorations listed in PD 03.01.100 “Good Time Credits” and PD 03.01.101 “Disciplinary Credits” will be modified:

1. Restorations may be initiated at a Warden’s discretion and may impanel committee members to assist in providing recommendation for restoration.
2. Initiation of a restoration will not be limited to an annual review period or exemplary or meritorious acts.
3. Prisoners are not automatically ineligible for restoration of credits because of their disciplinary history; however, a Warden may consider disciplinary history when deciding whether or not to restore credits.
4. All recommendations for restoration must continue to be referred to the CFA Deputy Director for approval.

PRECAUTIONS TO BE TAKEN BY FOA

The following precautions shall be taken by FOA to protect staff, parolees, and probationers:

1. In-person contacts (IPC) shall be held by telephone or video whenever possible.
2. IPCs that cannot be held by telephone or video shall be limited as much as possible.
3. No Preliminary Breath Tests (PBT) shall be administered.
4. Telehealth shall be utilized for community programming when feasible.
5. Case notes can document why forms were not signed/initialed in person when not able to be signed/initialed in person.
6. In-reach services may be accelerated.
7. The ADD of OPPS must approve all return-to-prison parole violation decisions.
8. For Absconder Recovery Unit (ARU) investigators approved to work at a facility, the standards listed in the ARU Operations Manual are suspended.
9. Suspend placing parole violators (PVs) in the Intensive Detention Reentry Programs (IDRP) at Clinton county.
10. Reinstatements will be expedited.
11. All PV intake at the Detroit Reentry Center (DRC) has been suspended. Detroit Detention Center (DDC) parole arrestees shall not be sent to DRC.
12. Arrests that are returns shall be sent directly to Charles Egeler Reception and Guidance Center (RGC), Women’s Huron Valley Correctional Facility (WHV), or Marquette Branch Prison (MBP), as appropriate.
13. Masks and hand sanitizer shall be given to field staff.
14. Oral swabs have been purchased for substance abuse testing.
15. Instructions have been provided on how to eliminate face-to-face installation of EMS.
16. A phone call from the transportation officer to the Agent shall replace a signature when dropping off a parolee at their destination.
17. The timeframe requirements on photo taking in attachment OP 06.03.101A “Photo Taking Guidelines” are currently suspended.

Parolee Substance Abuse Testing

The standard of six months with no positive alcohol or drug tests (and no refusals) and no arrests, or citations for drug or alcohol-related offenses will be reduced to three. After three months of sobriety, the Substance Abuse (SA) designation can be removed and testing thereafter will be at the discretion

of the Agent. However, if at any time the parolee's behavior warrants reinstatement of the SA designation, it shall remain until the parolee has maintained sobriety for a term of three months and has completed any required SA programming.

Discharges and Paroles

All discharged prisoners and new parolees must be screened by Health Care staff including a COVID-19 nasal swab test and assessment for COVID-19 symptoms prior to release. They shall also be provided instruction on what to do if they become symptomatic.

INVESTIGATIONS

All COVID-19 related prisoner deaths shall be reviewed by the CMO and entered into AIM if the CMO and/or the Office of Executive Affairs Administrator determines that an investigation is necessary. If an investigation is necessary, Internal Affairs will complete the initial review and make the case IA Monitored. Those cases shall remain on hold until further notice.

VARIANCES

A variance may be used to temporarily or permanently change a specific policy requirement as set forth in PD 01.04.110 "Administrative Rules, Policies, and Procedures." This DOM allows a variance to also be used to temporarily or permanently change a specific statewide operating procedure requirement.

WORKING REMOTELY

All staff who have the ability to work remotely shall be required to do so, as approved by the Director or appropriate Deputy Director. Staff whose work location is at a facility shall be considered critical employees and are not permitted to work from home. Staff shall be permitted to take their work computers and any other supplies that are required for them to perform their duties outside of the office to work remotely. Staff working remotely are required to check their work e-mail, work voice mail, and shall be available by phone during business hours. Staff working remotely shall also keep a daily log of their activities, and the log shall be turned into their immediate supervisor at the end of the week.